



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 12/12/2022	Employee Requisition Number ER-23091	JOB OPPORTUNITY	
Title/Position: GOVERNMENT RELATIONS SPECIALIST			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Okmulgee	Location Code: 300	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>Under supervision of the Secretary of the Nation and Commerce, the Government Relations Specialist/Policy Analyst will focus on building relationships between the Muscogee (Creek) Nation (MCN) and Oklahoma State, Municipal and Local governments and work with major department heads, performing research, and analyzing and providing guidance that measures the impact of federal or state policies on the Nation's operations. The primary purpose of the position is to develop advocacy goals and legislative strategy that meets the goals of the Muscogee (Creek) Nation; advise the Secretary of the Nation and Executive Leadership regarding policy changes needed to advance the Nation's interests; and performing administrative and financial analysis of activities and services related to self-governance compacts and funding agreements to assure the Nation maximizes self-governance opportunities.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Initiate, prepare, interpret, review and monitor state-level legislation and administrative regulations affecting the Nation. 2. Work with the Secretary of the Nation and other leaders to develop a legislative and public policy agenda and Strategy. 3. Collaborate with Departmental leaders, workgroups and commissions to develop educational materials and identify policy goals. 4. Track and report on state level legislation and municipal initiatives that impact the Nation. 5. Represent the Nation in meetings with government officials, tribal organizations, and state partners. 6. Propose and develop public communications, in concert with the Communication Department, to share and support the Nation's legislative and public policy agenda. 7. Responsible for compliance with relevant lobbying and government ethics laws and regulations. 8. Maintain up to date information regarding federal and state regulatory and legislative changes. 9. Regularly provide verbal and written updates to executive branch employees regarding regulatory impacts to tribal operations.



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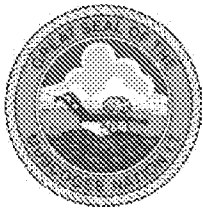
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	<p>10. Prepare written and verbal remarks to federal and state agencies as assigned by Executive leadership.</p> <p>11. Conduct required activities to achieve the implementation and improvement of the Nation's Self-Governance compact(s).</p> <p>12. Serve on the Nation's DOI and IHS Self-Governance negotiation teams; provide analysis of federal budgets and recommendations for the availability of use in the negotiations proceeding.</p> <p>13. Prepare annual funding agreements, to include program planning design/redesign, for the Nation's DOI and IHS Self-Governance compact(s), while ensuring that reporting, evaluation and base line requirements are being met.</p> <p>14. Evaluate additional Federal programs for eligibility and possible inclusion in the Nation's DOI and IHS Self-Governance compacts(s).</p> <p>15. Other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>A Bachelor's degree from an accredited college or university. Minimum of four (4) years of experience in public policy or government relation/affairs and two (2) years' experience in preparation/administration of grants and contracts or a combination of both; Experience in planning and developing Federal programs, especially programs under P.L. 93-638; Sound programming and budgetary skills and understanding of government generated financial documents; and Experience in research. Proficient policy analysis, writing and oral communication skills. Excellent interpersonal skills and the ability to work independently and on a team.</p>
<p>Preferred Requirements:</p>	<p>Master's Degree preferred; Emphasis on ability to understand and interpret P.L. 93-638, P.L. 100-472, P.L. 102-184, USC 25 and the corresponding Federal regulations, and the ability to apply findings; advanced understanding of Tribal government and the relationship between the United States and Tribal governments and the concept of consensus politics in communities; and experience in Grassroots advocacy, lobbying or association management experience.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.



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- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: **If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.